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21 February 1956

MEMORANDUM FOR: Project Director of Administration  
SUBJECT: Project Equipment (Electric Typewriter)

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1. In accord with our conversation of 20 February 1956, I have reviewed Agency Regulation [redacted] concerning the determination of need of electric typewriters for two of the Project stenographers assigned to Security.

2. It is my feeling that there are several points of justification within paragraph 7 for such procurement including that of subparagraph (a) regarding preparation of reproduction stencils and also the preparation of material requiring more copies than can legibly be produced on a manual typewriter. In addition, subparagraph (4) is applicable and the use of such machines undoubtedly will mean greater efficiency and increase production within our security staff component of the Project.

3. As you will recall, it is contemplated that the two machines we are requesting will be used by [redacted] who are assigned to my function. We anticipate placing these machines in the offices allocated to us within the Security Office in I Building. Normal accountability for this equipment would reside in the Project and any necessary controls established by the project staff would be followed by the undersigned.

4. The employees concerned have not expressed any preference as to make of such typewriters. We would like to have the elite type. It is understood that there are several Remingtons now in the Agency warehouse and these would be perfectly satisfactory as our main concern is early procurement.

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[redacted]  
Project Security Officer

WTL:aml (21 Feb 1956)

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